March 2, 2020

Dear Parents/Guardians

As the COVID-19 concerns continue to mount, and we are surrounded by constant news and rumors, here are the steps we are taking as a District and ways you can support our efforts:

**What we are doing**
1. All buses are disinfected at the end of the morning and afternoon runs.
2. Cafeteria tables are disinfected at the end of each meal serving.
3. Cafeteria PIN pads are wiped down after each use.
4. Doorknobs, handrails and other high-contact surfaces are wiped down throughout the day.
5. We will provide hand sanitizer at all large-group gatherings moving forward.
6. Teachers will be provided with hand sanitizer and disinfecting spray for their classrooms.
7. Teachers will be communicating best practices to limit spread of infection to students at each grade.
8. The District remains in close contact with the Herkimer County Health Department to coordinate our response and practices.

**What you can do at home**
1. Encourage hand washing often with soap and water for at least 20 seconds for all family members. If soap and water are not available, use an alcohol-based hand sanitizer.
2. Avoid touching your eyes, nose and mouth with unwashed hands.
3. Avoid close contact with people who are sick.
4. Keep your children at home if they are sick. This is crucial.
5. Encourage all family members to cover when they cough or sneeze with a tissue, then throw the tissue in the trash immediately.
6. Clean and disinfect frequently touched objects and surfaces.

Should we receive new information from responsible authorities we will be sending further guidance. For further information, please go to [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

Sincerely,

Keith T. Levatino, Ed.D.
Superintendent of Schools
Little Falls City School District

KTL:sab

*The Little Falls City School District strives to inspire and empower our students to reach their full academic, physical, and emotional potential in a safe and supportive environment.*